
JOB POSTING

The City of Traverse City
Human Resources



Announcement No. 16-007

July 11, 2016

INTERNAL/EXTERNAL POSTING

PARKS AND RECREATION SUPERINTENDENT

A.C.T. Grade 6

Under the general supervision of the Director of Public Services, plans, directs, and supervises all aspects of the City's Parks and Recreation division which encompasses parks, beaches, a cemetery, a ski facility, recreational programming, and an urban forestry program.

- ✓ Educational requirements include a bachelor's degree in Parks and Recreation Management, Urban Forestry or closely related field.
- ✓ Experience requirements include five or more years of progressively more responsible experience in parks administration and recreation programming, including supervisory and administrative duties.
- ✓ Thorough knowledge of the practices, methods and equipment utilized in parks maintenance, including landscaping design techniques and materials.
- ✓ Thorough knowledge of public management techniques involved in operations, management, budgeting, personnel administration, and contract and project administration.
- ✓ Considerable knowledge of the safety issues, regulations and procedures utilized in parks and recreation operations.
- ✓ Considerable knowledge of the professional principles and practices of recreation planning, evaluation and administration.
- ✓ Skill in assembling and analyzing data, preparing comprehensive and accurate reports, and maintaining a comprehensive records retention system.
- ✓ Skill in the use of office equipment and technology, including the following computer software; Microsoft Word, Excel, Power Point, and Publisher. Familiarity with GIS/CAD related software and concepts is beneficial.
- ✓ Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with employees, project contractors, professional contacts, City administrators, elected officials, and the public.

Residency requirement: 20-mile radius from nearest City limit. Competitive benefits package. A detailed job description and minimum qualifications can be viewed at <http://www.traversecitymi.gov/employment.asp>.

Please submit resume, cover letter with salary requirements, and an application to the City of Traverse City, Human Resources Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to citypers@traversecitymi.gov by **July 31, 2016**.

Traverse City is an Equal Opportunity Employer.

CITY OF TRAVERSE CITY
Job Description

PARKS AND RECREATION SUPERINTENDENT

Supervised By: Director of Public Services
Supervises: All personnel assigned to the parks and recreation and cemetery divisions
Status: Exempt
Pay Scale: A.C.T. Grade 6

General Summary:

Under the general supervision of the Director of Public Services, plans, directs, and supervises all aspects of the City's Parks and Recreation division which encompasses parks, beaches, a cemetery, a ski facility, recreational programming, and an urban forestry program.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes, and directs all aspects of parks and recreation maintenance, operations and programming including personnel management, budgeting, general administration, and capital needs assessment. Develops, recommends and implements policies and procedures in accordance with departmental directives and City guidelines.
2. Participates in the recruitment and hiring of department personnel. Supervises personnel, evaluates performance, and oversees training and professional development. Administers disciplinary action according to established procedures.
3. Assesses department operations, staffing levels, facilities, and equipment. Develops annual budget requests, administers the parks and recreation budget, and ensures that authorized budgetary procedures are used. Purchases supplies, equipment and materials according to established procedures.
4. Participates in the long range planning for City parks and recreation programs. Works with others to develop and expand parks, design landscaping and determine layouts.
5. Assesses community needs and preferences for recreational programming. Organizes, schedules, markets and implements recreation programs. Evaluates program effectiveness and interest in current and proposed programming.
6. Supervises the maintenance of all parks, beaches, winter ski and ice skating facilities, the urban forestry program, the union street dam and other City property and facilities as directed.
7. Oversees Oakwood Cemetery operations and grounds maintenance, including records retention, lot sales, and future development or expansion.
8. Assesses the need for private contracting of special projects, participates in the

- contracting process, and provides project oversight and quality control.
9. Encourages and monitors employee led safety awareness programming in accordance with departmental policy and City, State and Federal guidelines. Instructs employees on safety standards, precautionary procedures, and departmental policies and procedures.
 10. Conducts research, compiles information, and prepares reports. Attends Parks and Recreation Commission meetings, and makes presentations at City Commission meetings as requested. Maintains detailed record keeping system according to established requirements.
 11. Keeps abreast of new developments in the field, new administrative techniques, and current issues through continued education and professional growth.
 12. Acts as department spokesperson, establishing and maintaining effective relationships with citizens, community groups, employees, vendors, the media, and other interests. Responds to public inquiries and investigates complaints.
 13. Participates in the following Commissions and Committees: Parks and Recreation Commission, Hickory Hills Advisory Group, Beach Monitoring Stakeholders Group, Northern Michigan Water Safety Network, Grand Traverse Parks and Recreation Network, Boardman Water Trail Steering Group, West Boardman Lake Trail Advisory Group, Phragmites Treatment Planning Group, USDA Tree Grant CORE Group and additional committees when needed.
 14. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a bachelor's degree in Parks and Recreation Management, Urban Forestry or closely related field.
- Experience requirements include five or more years of progressively more responsible experience in parks administration and recreation programming, including supervisory and administrative duties.
- Thorough knowledge of the practices, methods and equipment utilized in parks maintenance, including landscaping design techniques and materials.
- Thorough knowledge of public management techniques involved in operations, management, budgeting, personnel administration, and contract and project administration.
- Considerable knowledge of the safety issues, regulations and procedures utilized in parks and recreation operations.
- Considerable knowledge of the professional principles and practices of recreation

- planning, evaluation and administration.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports, and maintaining a comprehensive records retention system.
 - Skill in effectively communicating ideas and concepts orally and in writing, and in making presentations in public forums.
 - Skill in the use of office equipment and technology, including the following computer software; Microsoft Word, Excel, Power Point, and Publisher. Familiarity with GIS/CAD related software and concepts is beneficial.
 - Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with employees, project contractors, professional contacts, City administrators, elected officials, and the public.
 - Ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines and changes in work priorities.
 - Ability to effectively lead and motivate others and train, supervise, and evaluate their work.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently in an office setting where they are regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. In the course of inspecting park grounds and facilities, the employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move objects of moderate weight. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; outside weather conditions in all seasons; and risk of electrical shock. The noise level in the work environment can range from quiet to loud.

City of Traverse City

Human Resources
400 Boardman Ave
Traverse City, MI 49684
(231) 922-4481



APPLICATION FOR EMPLOYMENT

THE CITY OF TRAVERSE CITY ACCEPTS EMPLOYMENT APPLICATIONS ONLY FOR SPECIFIC POSITIONS WHICH ARE OPEN AND SOLICITED. UNSOLICITED APPLICATIONS WILL NOT BE ACCEPTED.

Equal Opportunity Employer

Position applied for: _____ Announcement No.: _____

Date available to start work: _____

PERSONAL (print)

Name: _____ Date of Application: _____
(Last) (First) (Middle)

Home Phone: _____

Address: _____ Cell Phone: _____
(Number) (Street) (City) (State) (Zip)

EDUCATION

	Name/Location	Dates Attended		Did you Graduate?	Credit Hours Completed/ Degree Received		Major Course of Study
		From	To				
High School							
College							
Graduate School							

Any other educational, vocational or trade school training? _____

MILITARY SERVICE RECORD

Have you had any experience in the Armed Forces of the United States or in a State National Guard? Yes___ No___

If yes, Branch _____ Rank at Discharge _____ Date of Discharge _____

Special/technical training _____ Are you in the reserves? Yes___ No___ Date obligation ends _____

EMPLOYMENT REFERENCES

Name	Address	Phone Number
1		
2		
3		

EMPLOYMENT EXPERIENCE (List current or most recent job first. List complete work history, use additional sheets if necessary. Account for periods of unemployment.)

1	Employer	Dates		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
Reason for Leaving				
2	Employer	Dates		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
Reason for Leaving				
3	Employer	Dates		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
Reason for Leaving				
4	Employer	Dates		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
Reason for Leaving				
5	Employer	Dates		Work Performed
		From	To	
	Address			
	Job Title	Hourly Rate/Salary		
		Starting	Final	
	Supervisor			
Reason for Leaving				

ADDITIONAL INFORMATION

Are you 18 years or older? Yes _____ No _____ Are you a U.S. citizen? Yes _____ No _____

Are you authorized to work in the United States? Yes _____ No _____

Have you been previously employed here? Yes _____ No _____ If yes, department & date(s): _____

List any relatives working here and their relationship to you: _____

Have you ever been convicted of any violation of law other than traffic offenses? Yes _____ No _____

If yes, where, when and nature of offense(s): _____

Do you have a valid driver's license? Yes _____ No _____ License No. _____ State _____

Have you had your driver's license suspended or accumulated more than four points? Yes _____ No _____

If yes, where, when and nature of offense(s): _____

Have you tested positive, or refused a test within the past two years on any DOT pre-employment drug and/or alcohol test administered by a DOT-covered employer? Yes _____ No _____

Can you perform the essential duties of the job in which you wish to be employed, with or without accommodation?

Yes _____ No _____ If no, please explain: _____

State any additional information that you feel may be helpful to us in considering your application.

AUTHORIZATION AND UNDERSTANDING

Upon the signing of this application, I represent that all of the information now or hereafter given by me in support of my application is true and complete. I authorize you to verify any of the information concerning my employment or education with the appropriate individuals, companies, institutions or agencies, and I authorize them to release such information as you require, including my prior disciplinary employment record, without any obligation to give me written notice of such disclosure. I also authorize you to release any information requested by any of my prospective or subsequent employers, including disciplinary employment records. I specifically waive any rights to be notified under Section 6(3)(a) of the Michigan Bullard-Plawecki Act of the release of personnel file information by prior employers and of the release of personnel file information to prospective employers by the City of Traverse City. I hereby release you and them from any liability whatsoever as a result of any such inquiries and disclosures. I agree that any false information in support of my application may subject me to discharge at any time during the period of my employment.

If applying for a position with the City of Traverse City, I understand I may be subject to a full background investigation, including finger print checks, a review of police and arrest records, and a review of any criminal conviction history. If applying for a position which involves working with children, I understand that I am subject to a background investigation that will include a review of any criminal conviction history.

I agree that any action or suit against the City arising out of my employment or termination of employment, including but not limited to claims arising under State or Federal civil rights statutes, must be brought within 180 days of the event giving rise to the claims or be forever barred. I waive any limitation periods to the contrary. I further agree that if I should bring any action or claim arising out of my employment against the City in which the City prevails, I will pay to the City any and all costs incurred by the City in defense of said claims or actions, including attorney fees. I further agree that my employment is conditional until such time as the results of my post-offer employment physical and drug test are known.

FOR NON-BARGAINING UNIT POSITION APPLICANTS

I understand that neither this document nor any offer of employment constitutes a contract of employment. I agree that either party may terminate the employment relationship, with or without cause, at any time, and I further agree that this arrangement may only be altered in writing directed to me personally and signed by the City Manager. I agree that I shall be bound by the rules, policies, regulations, and terms and conditions of employment of the City as they are from time to time changed, and no additional obligations can be imposed on the City except that which have been acknowledged in writing by the City Manager.

FOR BARGAINING UNIT POSITION APPLICANTS

I understand that conditions of my employment will be in accordance with the applicable collective bargaining unit agreement with the City of Traverse City. I agree that I shall be bound by the rules, policies, regulations, and terms of employment of the City as they are from time to time changed, and no additional obligations can be imposed on the City except those which have been acknowledged in writing by the City Manager.

I further understand that the Michigan Handicappers' Civil Rights Act, MCL 37.1101, et seq, requires employers to make accommodations to handicapped applicants and employees where the accommodation does not impose an undue hardship on the employer. Handicapped employees and applicants may request an accommodation of their handicap by notifying the City in writing of the need for accommodation within 182 days of the date the handicapper knows or should know that an accommodation is needed. Under the Act, failure to properly notify the City will preclude any claim that the employer failed to accommodate the handicapper.

Signature

Date